

**MINUTES OF THE BOARD MEETING
OF THE BRISTOL COUNTY WATER AUTHORITY**

**Wednesday, December 17, 2014
450 Child Street, Boardroom, Warren, RI**

Pursuant to proper notice, the Board Meeting of the Bristol County Water Authority was called to order by Chairman Klepper at 6:00 pm, 450 Child Street, Boardroom, Warren, Rhode Island.

Executive Director Pamela Marchand, Legal Counsel Joseph Keough and the following Directors were in attendance at the commencement of the meeting:

Paul Bishop, William Gosselin, Joel Hellmann, John Jannitto, Allan Klepper, Bradford Louison, Raymond Palmieri, Sr.

Directors Absent: Georgina Macdonald, Frank Sylvia

1. Public Input - None

2. Minutes

Director Hellmann made the following motion seconded by Director Jannitto

MOTION: To approve the minutes of the 11/19/14 Board Meeting, with corrections.

Motion passed unanimously.

Director Palmieri made the following motion seconded by Director Hellmann

MOTION: To approve the minutes of the 12/3/14 Finance Committee Meeting.

Motion passed unanimously.

Director Bishop made the following motion seconded by Director Jannitto

MOTION: To approve the minutes of the 12/3/14 Special Board Meeting.

Motion passed unanimously.

Director Jannitto made the following motion seconded by Director Bishop

MOTION: To approve the minutes of the 12/3/14 Personnel Committee Meeting.

Motion passed unanimously.

3. UMS/Elements/GIS Presentation

Presentation by IT Specialist R. Manchester, Engineering Project Manager S. Rabideau and Operations Foreman D. DaSilva on BCWA's new computer system.

R. Manchester presented an overview of the old vs. the new computer system. The new system consists of UMS (Utility Management System), Elements, GIS and Quickbooks. R. Manchester also explained the new billing system.

S. Rabideau explained GIS and Mapping and D. DaSilva explained how tablets have given employees real-time access to information such as dig safe and work orders.

4. Executive Directors Report

Executive Director P. Marchand stated that the construction work on Maple Avenue has been completed. THM's are down considerably, Providence Water is taking measures to try to reduce the natural organics that are going through the treatment plant. Safety Valve program, customers are continuing to sign up, with Safety Valve sending out mailings on a quarterly basis.

5. Discussion of Warren Town Council – Request for Meeting with East Providence City Council

Director Gosselin updated the Board – The Warren Town Council would like East Providence's position on the pipeline in writing.

Director Palmieri stated that Warren Council President J. DePasquale would like to have a meeting with council presidents from East Providence, Barrington and Bristol. Also, Councilman Lial requested a copy of the 2010 CDM report - the cost of replacing the Shad pipeline and the treatment plant.

Director Jannitto stated that the responsibility of BCWA is to have an alternate water supply.

Chairman Klepper stated he would like the Board to be placed on the monthly agenda of both Warren and Barrington town councils' to make a presentation.

6. Financial Report

Information to be presented at a later date.

7. Finance Committee Report

Director Hellmann stated that the Finance Committee had thoroughly reviewed the proposed budget and the Committee must decide what rate increase to present to the public and then decide amount of rate increase based on the information given. Also, cost savings measures will lower the increase to the rate payers.

This is the first budget I went through and I was impressed with a lot of the cost saving measures entertained in the last few years, short and long term which are coming into fruition now. These measures are enabling us to come in with a lower increase to our rate payers than was originally anticipated, said Director Hellmann.

Staff has recommended a proposed rate increase of 3.25%.

Finance Manager M. Champagne stated that expenses have been kept in check, the majority of the rate increase will go toward water system projects and building BCWA's reserves. A new rate structure that may reduce or eliminate the senior discount was also discussed. Directors who wish further information can contact M. Champagne.

Director Hellmann requested a senior discount report for the next Finance Committee Meeting.

Chairman Klepper stated a public hearing will take place in January.

Director Hellmann made the following motion seconded by Director Gosselin

MOTION: To set a Public Hearing for a proposed rate increase not to exceed 3.25% – 1/14/15 at 6:00 pm, with a Special Board Meeting immediately following.

Motion passed unanimously.

8. Inputs for Executive Director Performance Evaluation and Goals for 2015/16

Chairman Klepper stated that the Directors will rank the Executive Director's performance against 2014 goals, a Performance Evaluation will be done and goals for 2015/2016 will be set.

9. Personnel Committee Report

Executive Director P. Marchand presented a draft hiring and nepotism policy. The Hiring policy is essentially a written document of present practice. The nepotism policy is recommended as this is a small company, and having family members hired and/or working together can cause discord in the organization.

Director Bishop stated that the Personnel Committee was split on approving the nepotism policy.

Director Jannitto opposed the nepotism policy.

Director Hellmann made the following motion seconded by Director Louison

MOTION: To accept the Draft Hiring Policy, as presented.

Motion passed unanimously.

Director Hellmann made the following motion seconded by Director Gosselin

MOTION: To accept the Draft Nepotism Policy, as presented.

Motion passed 5 to 2. Voting Aye Chairman Klepper, Directors Hellmann, Bishop, Gosselin, Palmieri. Voting Nay Directors Jannitto and Louison.

Director Jannitto stated that we should try to hire employees from Bristol County.

10. 2014 Draft Strategic Plan

Executive Director P. Marchand presented the final version of the Strategic Plan.

Director Palmieri recommended some corrections.

Director Hellmann made the following motion seconded by Director Bishop

MOTION: To approve the 2015 Strategic Plan, as presented.

Motion passed unanimously.

11. DOT – Barrington Bridge Update – for Discussion

Operations Manager K. Booth updated the Board. Work on the Central Bridge should be completed in the spring.

12. Quarterly Charge-Offs

For information only.

13. Board Correspondence

No correspondence.

14. Claim: Gaito

Legal Counsel J. Keough stated that he has spoken to Mr. Gaito's attorney and they are amiable to settle for \$5,000, which is equal to our deductible.

Director Jannitto made the following motion seconded by Director Palmieri

MOTION: To pay \$5,000 to Mr. Gaito.

Motion passed unanimously.

Director Gosselin made the following motion seconded by Director Palmieri

MOTION: To enter into Executive Session – 11/19/14 Sealed Executive Session Minutes, Litigation RIGL 42-46.5(2) Parkside Corporation, Contract of Executive Director RIGL 42-46.5(1)

Chairman Klepper stated that there will be no further business after the Board returns to open session.

Motion passed unanimously.

The Board entered Executive Session at 8:20 pm.

The Board returned to open session at 8:53 pm.

Director Hellmann made the following motion seconded by Director Gosselin

MOTION: To seal the Executive Session minutes.

Motion passed unanimously.

Director Hellmann made the following motion seconded by Director Gosselin

MOTION: To adjourn the meeting.

Motion passed unanimously.

There being no further business the meeting was adjourned at 8:54 pm.

Raymond Palmieri, Sr.
Secretary